

# **DISPATCHERS**

Public Works Division  
Engineering Division

## **MEMORANDUM OF UNDERSTANDING**

**between the**

**CITY OF MEMPHIS**

**and**

**THE INTERNATIONAL UNION OF OPERATING ENGINEERS**

**Local 369 D**



**EFFECTIVE  
JULY 1, 2011  
THROUGH  
JUNE 30, 2013**

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## **ARTICLE 1 PREAMBLE**

This Memorandum of Understanding is entered into by the City of Memphis (hereinafter referred to as “the City” or “Employer”), and the International Union of Operating Engineers Local 369 D (hereinafter referred to as “the Union”).

The parties to this Memorandum are desirous of entering into this Agreement to formalize the relationship between the parties.

## **ARTICLE 2 RECOGNITION**

**Section 1.** The City recognizes I.U.O.E., Local 369 D to be the sole bargaining agent for all regular, full-time Dispatchers in departments Public Works and Engineering. Such bargaining shall be understood to be for wages, hours of work and other conditions of employment to the fullest extent provided by the applicable laws of the City of Memphis and the State of Tennessee.

**Section 2.** The City grants exclusive recognition to the Union in accordance with the City Council labor policy, which provides that no other labor organization shall be recognized unless they be designated by a majority of the non-supervisory personnel of the appropriate classification.

## **ARTICLE 3 MANAGEMENT RIGHTS**

**Section 1.** The City of Memphis has the exclusive right to determine the purpose of each of its agencies and to set the standards of service to be offered to its citizens. It is also the right of the City to direct its employees to hire, promote, demote, transfer, assign or retain employees in positions within an agency or department, and to establish reasonable work rules which do not conflict with this Agreement; however, any

work rule change that affects an established system shall be discussed with the Union in advance of change. The City also has the right to suspend, discharge or take other disciplinary action against its employees for just cause and in accordance with the provisions of the Memorandum of Understanding; and to relieve its employees from duty in the event of lack of work, funds, or for other legitimate reasons provided, however that nothing contained in this article shall be deemed to deny the rights of any employee to submit a grievance concerning the application or interpretation of terms of this Memorandum of Understanding or a claimed violation, misinterpretation, or misapplication of the rules or regulations of the City affecting the terms and conditions of employment. All rights and duties of both parties are specifically expressed in the Memorandum of Understanding and each of the parties reserves to itself the rights and privileges otherwise accorded it whether by Charter, statute, or common law with respect to any matter not expressly covered by this Memorandum of Understanding. The City's failure to exercise any function or right reserved to it, or its exercising any function or right in a particular way shall not be deemed a waiver of its right to exercise such function or right in the future. The failure of management to use any rights identified in this Article shall not remove such rights from management.

**Section 2.** If it is determined by the Mayor or Division Director that civil emergency conditions exist, such as disasters or other catastrophes, the non-economic provisions of this Agreement may be suspended by the Mayor or the Division Director, during the time of the declared emergency. The provisions of this Agreement will not be suspended unless the Business Agent or his office is first advised in advance, or no later than the next business day after the declared emergency.

## **ARTICLE 4**

## **NON-DISCRIMINATION**

The Union and the City agree that no employee shall be discriminated against because of union membership, or union activity, use of the grievance procedure, sex, marital status, race, religion, color, disability, national origin, or political affiliation.

The term "employee" in this Agreement, or use of the male gender, shall be construed as including female.

The Union and management shall not coerce, intimidate, or in any manner, or discriminate against any employee who exercises his right to join, refuse to join or discontinue membership in the Union. No employee shall be denied promotion or any other benefit, because of his membership or lack of membership in the Union.

## **ARTICLE 5 UNION STEWARDS-UNION REPRESENTATION**

**Section 1.** The City recognizes and agrees to deal with all accredited Union Stewards, Business Agents, and Assistant Business Agents of Local Union #369D, as well as the president and/or international representative of the I.U.O.E., as set forth in the grievance procedure. Due to operational needs, in Divisions with only one Dispatcher, that employee can only serve in the capacity of an alternate steward for negotiation purposes, and an alternate steward for all other purposes. These employees can not serve as stewards for consecutive negotiation seasons.

**Section 2.** The City agrees that non-employee officers and/or representatives of the Union shall have reasonable access to the premises of the City during work hours for the purpose of assisting in the adjustment of grievances and conducting other union business provided such visitations shall be for the reasons of administration of this Agreement. Only representatives of the Union previously furnished to the City in writing by the Union, shall be permitted to come on the premises of the City for the purpose of

investigating and discussing grievances provided prior notification has been given to the Director or his designated representative and, provided a Union representative does not interfere with the work of the employees. Union meetings, for the purpose of administration of the Agreement, with all assigned personnel to that area, which is called by the Union Representative or Business Manager, may be held on City property during working hours upon request to the Division Director or his designee, which permission shall not be unreasonably withheld. Advance notice must be given to the Division Director.

**Section 3.** A written list of Union Officers and Steward shall be furnished to the Manager of the Labor Relations Office, in care of the City Human Resources Division, within ten (10) days after their designation.

This list shall identify the employee, position held, and the term of office. The Union shall notify the City Human Resources Director within five (5) days of any change in status of Union Officers and/or Stewards.

**Section 4.** The appropriate Union Steward shall be granted reasonable time off during working hours to investigate potential grievances, or to settle complaints which have not become formal grievances, upon requesting and receiving approval of the Supervisor. Such approval shall not be unreasonably withheld. The appropriate Union Steward may investigate grievances, or settle complaints at their assigned work location. When necessary, management may request that a Union Steward from another work location be brought in to investigate a specific grievance or settle a specific complaint.

**Section 5.** In the event that a bargaining unit employee's attendance is required by the City or the Union at either a grievance hearing or arbitration hearing and said

employee is not the aggrieved employee and the hearing is not during the employee's scheduled work shift, said employee shall be given compensatory time off at the rate of straight time or paid at the regular rate of pay for all time spent in the above mentioned hearing.

**Section 6.** The stewards, designated in writing by the Union, shall have the highest seniority among Union members in their respective classifications within their Division for layoff, recalls, and transfer purposes only during their tenures of office.

### **Professional Conduct**

Realizing that all matters of controversy between the City and the Union shall be resolved through the grievance procedure set forth herein, management, union representatives, stewards, and officers pledge themselves to the highest standards of professional conduct and agree that abusive conduct (verbal or physical), intimidation, coercion or any other form of misconduct shall not be tolerated at any time.

## **ARTICLE 6 GRIEVANCE AND ARBITRATION PROCEDURE**

Any grievance, defined as an alleged violation of an express provision of the Memorandum of Understanding, shall be handled in a simple and direct manner as follows:

(It is agreed by the Union that employees covered by this Agreement shall make an exclusive election of remedy prior to filing a second step grievance or initiating action for redress in any other forum. Such choice remedy shall be made in writing on the form to be supplied by the City).

**Step 1.** The aggrieved employee and the Union Steward shall discuss the grievance with the immediate Supervisor within ten (10) working days of the date of the

alleged grievance or the employee's knowledge of its occurrence. The immediate Supervisor shall attempt to adjust the dispute and shall respond to the aggrieved employee within ten (10) working days.

**Step 2.** If not resolved at Step 1, the grievance shall be reduced to writing, indicating the specific Article allegedly violated and a brief description of the grievance, within ten (10) working days of the grievance or the employee's knowledge of its occurrence, or within ten (10) working days of the immediate Supervisor's response, whichever is longer. The Manager shall, upon receipt of the written grievance from the Union, discuss the matter with the aggrieved employee and the Union Steward. The Manager will respond in writing within ten (10) working days.

**Step 3.** The Union shall notify, in writing, the Division Director within ten (10) working days, its acceptance or rejection of the answer at Step 2. If appealed, the Division Director, or his designee, will conduct a thorough discussion with the appropriate management personnel, the aggrieved employee, the Steward, and the Business Agent or designee within ten (10) working days. This time may be extended by mutual agreement. The Division Director or his designee shall then give his answer within ten (10) working days following the date of the hearing.

The failure of the appropriate Union Representative to respond as required in any of the steps within the time provided shall be considered as acceptance of the answer. The failure of the appropriate City Representative to respond as required in any of the steps of the grievance within the time provided shall be considered as upholding the grievance.

**Step 4.** The Union shall review the answer of the Division Director and indicate in writing, its acceptance or rejection or request for arbitration if desired, within fifteen (15)



working days after the rendering of the Division Director's written decision unless, extended by mutual agreement. The decision of the Division Director shall be mailed by certified mail to the Union office, return receipt requested. The Union, in submitting its request for arbitration, shall send said request by Certified Mail to the Mayor, with a copy to the Labor Relations Manager by regular mail. It is understood that the proper Union Representatives may be involved at both Steps Three (3) and Four (4). The Union shall have the right to take up suspensions and/or discharge within ten (10) working days at Step 3 of the grievance procedure and the matter will be handled in accordance with the procedure through the Arbitration Step, if deemed necessary.

### **ARBITRATION PROCEDURE**

The arbitrator shall have access to all written statements and documents pertaining to the appeals in the grievance, but the arbitrator shall have no power to amend, revise add to, nor subtract from, nor modify any terms of this Memorandum of Understanding, and any other Memorandum made supplementary thereto. The arbitrator shall be jointly selected by the Union and the City.

If, within five (5) days after the request for arbitration is made, the Union and City fail to agree upon the appointment of an arbitrator, a request will be made to the American Arbitration Association for a list of five (5) arbitrators. The Union and the City may select one from the list of arbitrators or if they still cannot agree, the following procedures shall be followed as stated below:

The parties will alternatively strike names from the list of arbitrators until one (1) name remains. The arbitrator whose name remains shall be designated as the arbitrator. The first opportunity to strike the name of an arbitrator will be alternated between the parties. In the event the arbitrator designated declines to act, the

procedure of striking names will be reinstated until an arbitrator willing to act has been selected.

The arbitrator shall hold a hearing as expeditiously as possible after the receipt of the request to arbitrate and full opportunity shall be given both parties to be heard and to examine and cross examine witnesses and offer other evidence. The arbitrator's decision shall be in writing and shall set forth the arbitrator's finding of facts, opinion, and conclusion on the issues submitted. The arbitrator shall render his decision not later than thirty (30) calendar days after the conclusion of the final hearings.

The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the applicable laws or rules and regulations having the force and effect of law. The fee and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the Division and the Union, provided, however, that each party shall be responsible for compensating its own representatives and witnesses, and purchasing its own copy of the written transcript. The decision of the arbitrator shall be final and binding on the parties.

It is agreed that the City shall make available any employee to testify at the request of the Union when such persons have information involving the action being arbitrated. This request shall be made in writing to the Mayor or his designated appointee at least seventy-two (72) hours prior to the hearing.

## **ARTICLE 7**

### **DEPARTMENTAL DISCIPLINARY PROCEDURES**

**Section 1.** The City and Union agree that the intent of this Article is to provide for the correction of deficient work behavior in a manner that is fair and equitable to both parties. This Article recognizes the fundamental rights of management to instruct, correct, counsel, admonish, and if necessary, officially discipline an employee. The City will not discipline or discharge any full time regular employee without just cause.

**Section 2.** The City and the Union agree with the principles of progressive and corrective discipline where appropriate. Disciplinary action shall begin at Step A, except for major infractions in which case progressive steps may or may not be followed.

\*\*\*\*A. Oral Reprimand

\*\*\*\*B. Written Reprimand

\*\*\*\*C. Suspension

\*\*\*\*D. Discharge

Tardiness, absenteeism, and sick leave abuse shall be considered a similar offense for the purpose of progressive discipline.

If the conduct or job performance of an employee is questioned to a degree that it will become a disciplinary matter of permanent record in the employee's personnel file, a Union Steward must be present, if requested by the employee or the City. Notice to the employee will be in writing and shall set forth the reasons for the disciplinary action taken. The City agrees that disciplinary action shall in all instances be given in a timely fashion. Notice to the employee and the Union will satisfy technical complaints. No material placed in the employee's personnel folder including any evaluation of the employee, shall be used to discipline the employee unless a true copy is first given to the employee.

**Section 3.** Oral and written reprimands may be processed through the regular grievance and arbitration procedure as set forth in Article 6 of this Memorandum. Matters of suspension and discharge may be reviewed by the appropriate Director or his designee to insure that the action taken is appropriate. Once the measure of discipline is determined and imposed the City will not increase it for the particular action or misconduct unless new facts or circumstances become known. Matters of suspension and discharge may be initiated in Step 3 of the grievance procedure. Any grievance decision which directs compensation for time off shall be made less temporary earnings or unemployment compensation benefits received during said period.

It is understood that any employee who does not receive any disciplinary action for a period of six (6) months, shall have his or her record cleared for the purpose of progressive discipline.

## **ARTICLE 8 TUITION REIMBURSEMENT**

The City will provide Tuition Reimbursement under the provisions of the Tuition Reimbursement Policy.

## **ARTICLE 9 HOLIDAYS**

Holidays, as governed by Article I, Section 2-2, of the Memphis City Code, shall apply to members of this bargaining unit.

The following days shall be recognized and observed as paid Holidays during the term of this Memorandum of Understanding:

New Year's Day

January 1

Martin Luther King Memorial	3rd Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Martin Luther King Memorial	April 4
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	
Christmas Eve	December 24
Christmas Day	December 25

Whenever one of the above holidays fall on either Saturday or Sunday, either the preceding Friday or the following Monday shall be observed as the holiday. Employees will be notified as far in advance as possible concerning the day to be observed as the Holiday.

If the holiday falls on the employee's regular day off, the employee will receive an additional eight (8) hours pay for that holiday. If the holiday falls on the employee's scheduled vacation, additional time (or an additional day's pay) will be granted.

Employees who work a given holiday shall receive straight time pay for actual hours worked in addition to their holiday pay, or be allowed to take the actual time worked off with pay at another mutually agreed time.

Holiday pay will not be allowed if the employee did not work on the last scheduled work day before and/or the next scheduled work day after the holiday. This requirement will not apply if the employee is off under Death in Family or Jury Duty.

Employees will be paid at straight time rate of pay for holidays not worked during a time of illness or accident, but such a day will not be charged against leave except as in Article 11.

## **ARTICLE 10 VACATIONS**

Employees shall be granted an annual paid vacation in accordance with the following schedule on length of continuous service:

<b>SERVICE CREDIT</b>	<b>ACCRUAL</b>	<b>EXPLANATION</b>
Up to 6 months	None	N/A
6-month anniversary	5 days (40 hours)	N/A
1-year anniversary	5 days (40 hours)	<b>if hired on/after July 1</b>
	10 days (80 hours)	<b>if hired before July 1</b>
2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> calendar year	10 days (80 hours)	10 days accrue at beginning of year
6 <sup>th</sup> calendar year	11 days (88 hours)	10 days accrue at beginning of year; 11 <sup>th</sup> day accrues on 6-year anniversary
7 <sup>th</sup> calendar year	12 days (96 hours)	11 days accrue at beginning of year; 12 <sup>th</sup> day accrues on 7-year anniversary
8 <sup>th</sup> calendar year	13 days (104 hours)	12 days accrue at beginning of year; 13 <sup>th</sup> day accrues on 8-year anniversary
9 <sup>th</sup> calendar year	14 days (112 hours)	13 days accrue at beginning of year; 14 <sup>th</sup> day accrues on 9-year anniversary
10 <sup>th</sup> calendar year	15 days (120 hours)	14 days accrue at beginning of year; 15 <sup>th</sup> day accrues on 10-year anniversary
11 <sup>th</sup> calendar year	16 days (128 hours)	15 days accrue at beginning of year; 16 <sup>th</sup> day accrues on 11-year anniversary
12 <sup>th</sup> calendar year	17 days (136 hours)	16 days accrue at beginning of year; 17 <sup>th</sup> day accrues on 12-year anniversary
13 <sup>th</sup> calendar year	18 days (144 hours)	17 days accrue at beginning of year; 18 <sup>th</sup> day accrues on 13-year anniversary
14 <sup>th</sup> calendar year	19 days (152 hours)	18 days accrue at beginning of year; 19 <sup>th</sup> day accrues on 14-year anniversary
15 <sup>th</sup> calendar year	20 days (160 hours)	19 days accrue at beginning of year; 20 <sup>th</sup> day accrues on 15-year anniversary
16 <sup>th</sup> calendar year	20 days (160 hours)	20 days accrue at beginning of year
17 <sup>th</sup> calendar year	21 days (168 hours)	20 days accrue at beginning of year; 21 <sup>st</sup> day accrues on 17-year anniversary

18 <sup>th</sup> calendar year	21 days (168 hours)	21 days accrue at beginning of year
19 <sup>th</sup> calendar year	22 days (176 hours)	21 days accrue at beginning of year; 22 <sup>nd</sup> day accrues on 19-year anniversary
20 <sup>th</sup> calendar year	22 days (176 hours)	22 days accrue at beginning of year
21 <sup>st</sup> calendar year	23 days (184 hours)	22 days accrue at beginning of year; 23 <sup>rd</sup> day accrues on 21-year anniversary
22 <sup>nd</sup> calendar year	23 days (184 hours)	23 days accrue at beginning of year
23 <sup>rd</sup> calendar year	24 days (192 hours)	23 days accrue at beginning of year; 24 <sup>th</sup> day accrues on 23-year anniversary
24 <sup>th</sup> calendar year	24 days (192 hours)	24 days accrue at beginning of year
25 <sup>th</sup> calendar year	25 days (200 hours)	24 days accrue at beginning of year; 25 <sup>th</sup> day accrues on 25-year anniversary
26 <sup>th</sup> calendar year and thereafter	25 days (200 hours)	25 days accrue at beginning of year

**EXAMPLE 1 (hired on/after July 1):**

Date of Employment: 12/15/2001  
6-month anniversary: 06/15/2002 (Accrues 5 days to be used by 12/31/2002\*)  
1-year anniversary: 12/15/2002 (Accrues 5 days to be used by 12/31/2002\*)  
Beginning of 3<sup>rd</sup> calendar year: 01/01/2003 (Accrues 10 days to be used by 12/31/2003\*)

**EXAMPLE 2 (hired before July 1):**

Date of Employment: 06/15/2001  
6-month anniversary: 12/15/2001 (Accrues 5 days to be used by 12/31/2001\*)  
1-year anniversary: 06/15/2002 (Accrues 10 days to be used by 12/31/2002\*)  
Beginning of 3<sup>rd</sup> calendar year: 01/01/2003 (Accrues 10 days to be used by 12/31/2003\*)

**\*UNLESS CARRYOVER APPROVED**

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the pay day immediately preceding the employee's vacation period.

Upon request submitted no less than four (4) days in advance of the start of his vacation, an employee shall receive his vacation pay no later than one (1) day prior to the start of this vacation.

Employees requesting use of vacation time will be granted upon approval by his Supervisor, and not in less than four (4) hour increments.

Vacations will be granted between January 1 and December 31, so far as possible, in accordance with employee preference and in line with seniority as defined

by the Seniority Article 10, Section 1, but measured at the reporting location, but the number of employees off on vacation in a given week shall be determined by the City to assure orderly operation of the respective divisions and departments. Granting of vacation shall not be unreasonably withheld. When a dispute arises between employees in the same classification, the City shall allow the senior employee to have the first choice. There shall be a posted vacation schedule no later than December 1st each year in order to permit employees to express their choice of vacation by December 31st, and the list shall contain the number of employees who can go on vacation and the employee's anniversary date. Employees who wish to split their vacation, should indicate their choice on the vacation schedule. Vacation approval shall be posted no later than January 31<sup>st</sup>. Approved vacations may be rescheduled with the unit manager's approval, but not so as to require other employees to reschedule their approved vacations.

## **ARTICLE 11 SICK LEAVE**

Upon completion of sixty (60) calendar days of consecutive service after initial employment, all regular, full time employees shall be eligible to receive pay while absent from work due to sickness to be charged against accumulated Sick Leave.

Unlimited accumulation of Sick Leave begins from the first day of employment at the following rates:

<b>Service Credit</b>	<b>Accrual Rate Effective Date</b>	<b>Accrual Rate Per Month</b>
Up to 5 years (5 year period)	First month of employment	1 day (8 hours)
5 years up to 9 years (4 year period)	First month after 5-year anniversary	1½ days (12 hours)



9 years up to 14 years (5 year period)	First month after 9-year anniversary	2 days (16 hours)
14 years or more	First month after 14-year anniversary	2½ days (20 hours)

**EXAMPLE:**

Date of Employment:	12/15/2001	(Accrues 1 day per month)*
5-year anniversary:	12/15/2006	(Accrues 1½ days per month beginning 01/15/2007)
9-year anniversary:	12/15/2010	(Accrues 2 days per month beginning 01/15/2011)
14-year anniversary:	12/15/2015	(Accrues 2½ days per month beginning 01/15/2016)

Sick leave will not accumulate while an employee is absent on Sick Leave, fifteen (15) days or longer, unauthorized absence, or during other leaves of absence, except military leave and/or officially granted educational leave.

Pay for Holidays that occur while an employee is on Sick Leave shall not be charged as Sick Leave. If the active employee does not have accumulated Sick Leave, he may select to use his Holiday as a Sick Leave Day. An employee who becomes ill while on vacation and whose illness is substantiated by a doctor's statement, may upon release by the employee's attending physician, have that portion of vacation which was interrupted by illness rescheduled. It shall be the employee's responsibility to report said illness to his Supervisor at the earliest date and present his doctor's statement to his Supervisor upon return to work.

Employees shall be compensated in cash for up to a maximum of seventy (70) days of accumulated unused Sick Leave upon retirement.

The amount of payment for unused Sick Leave is to be calculated at the employee's rate of pay in effect on the payday immediately preceding the employee's retirement. Such payment shall not be counted as compensation for retirement. After completion of sixty (60) days of continuous service, an employee who works three (3) consecutive months without Sick Leave or any unauthorized absence, will be eligible for

one (1) bonus day leave with pay on the first day of the 6<sup>th</sup> month of employment, to be taken within twelve (12) months from the day it is earned or be forfeited. Bonus days will be earned in a like manner for subsequent three (3) month periods, so that an employee may earn up to four (4) bonus days a year. Bonus day accrual will only be forfeited when interrupted by six (6) cumulative hours of absence from work due to the use of sick leave benefit or unauthorized leave.

## **ARTICLE 12 ALCOHOL, MENTAL ILLNESS, and DRUG ABUSE REHABILITATION PROGRAM**

It is agreed between the City of Memphis and the Union to participate in the Alcohol, Mental Illness, and Drug Abuse Rehabilitation Program, as created and governed by the City's Employee Assistance Program, or any other employee assistance program created and implemented by the City. Employees participating will be entitled to use their accumulated vacation time and sick days in accordance with City Policy.

It shall be the responsibility of the employee to strictly adhere to any medical, psychiatric, or other professional care as well as maintenance programs recommended as a result of the employee's participation in this program. This program does not exempt the employee from appropriate disciplinary action for work related offenses.

## **ARTICLE 13 LEAVES OF ABSENCE**

Regular employees shall be granted a Leave of Absence with pay any time they are required to report for Jury Duty or witness service. Proof of jury service shall be established by submitting a statement from the jury Commissioner or Clerk of the Court showing the time served. An employee shall be paid regular pay without deducting an

amount equal to the fee or compensation received by the employee for the time lost from scheduled work when legally subpoenaed as a witness to testify in court cases when the employee is neither the plaintiff nor defendant. Employees shall be paid for the time lost from scheduled work as a witness for the City or when sued as an agent of the City. The employee must report for work when the Jury is not in session.

Leaves of absence without pay may be granted to the regular employees for the following reasons:

**Section 1.** Military Leave - Military Leave shall be granted in accordance with applicable law.

**Section 2.** Personal Leave - Regular City full-time **employees who have completed three (3) consecutive months of employment** will be eligible to receive Leaves of Absence without pay for extraordinary circumstances for a period not to exceed thirty (30) days upon recommendation of the Department Head and with the approval of the Division Director. Such approval shall not be unreasonably withheld.

Personal leave without pay will be granted only after all accumulated vacation, bonus, and other paid time is exhausted. Sick leave will not accrue while an employee is on leave of absence without pay.

**Section 3.** Illness - Regular City full-time employees will be eligible for a Leave of Absence not to exceed six (6) months with an extension up to six (6) months after the exhaustion of the employee's paid Sick Leave because of the prolonged illness of the employee. The request for such Leave of Absence or extension shall contain the recommendation of the physician and the leave shall be granted with the approval of the Division Director.

**Section 4.** Union Business- Union employees elected to any office and selected by the Union to do work which takes them from their employment with the employer shall at the written request of the Union, be granted a Leave of Absence without pay (not to exceed five (5) employees). Leave will not accrue while an employee is on a leave of absence. The Leave of Absence shall not exceed one (1) year, but it shall be renewed or extended for a similar period at any time upon the request of the Union. The same procedures must be adhered to as the original request.

By mutual agreement, short term Leave of Absence, not to exceed five (5) days may be granted for more than five (5) employees.

**Section 5.** Family Medical Leave Act of 1993 - The parties agree to comply with the requirements established by the Family Medical Leave Act of 1993 and the provision of the City of Memphis Personnel Manual Policy, Family and Medical Leave Act Policy, PM-66-06, are incorporated herein by reference.

**Section 6-** Educational Leave-Regular, full-time employees who have completed one full year of continuous employment shall be eligible to receive a Leave of Absence, which does not exceed one full year for the purpose of furthering education. Such educational leaves should be determined upon recommendation of the Department Head and with the approval of the Division Director

## **ARTICLE 14 DEATH IN FAMILY**

In the event of a death in the employee's immediate family, the employee will be authorized not to exceed three (3) days off at his regular straight time rate of pay. The three (3) days must be taken within five (5) days of the funeral. Immediate family shall include only the following:

husband, wife, father, mother, brother, sister, son, daughter, mother-in-law, father-in-law, grandmother, grandfather, great grand-parents, grandchildren, and properly established foster parents or step-parents. As related to "mother", "father", "foster" or "step parents", the provisions of this article shall apply to only one set of parents. The employee will be granted two (2) regularly scheduled work days off with pay to attend funeral services, for grandparents-in-law, brother or sister-in-law, son or daughter-in-law.

The employee must provide proof of relationship to the deceased and proof of attendance of said funeral.

Additional time may be granted as leave without pay or as paid vacation, when justified by circumstances.

## **ARTICLE 15 DEATH OF AN EMPLOYEE**

In the event of the death of a regular employee, while employed by the City of Memphis, all accumulated sick days up to seventy-five (75) days, all accrued wages due including pay for unpaid holidays, vacation, and bonus days, in addition to four thousand dollars (\$4,000.00) free life insurance will be paid to the person entitled thereto as designated by the employee or by law.

In addition, the person entitled as designated by law will receive an amount equivalent to the employee's regular wages for one (1) month after all legally required deductions.

## **ARTICLE 16 SENIORITY**

**Section 1.** Seniority shall be determined based on actual length of continuous service from the latest date of regular employment with the City for the purpose of

vacation preference and lay off. In no instance shall this Article be applied in manner inconsistent with City policy. Seniority for the purpose of shift preference, transfers, and temporary assignments shall be determined on the basis of the length of service within the employee's current job classification.

All new employees shall be considered probationary for sixty (60) days from the last date of hire. During such probationary period, employees may be discharged without constituting a breach of this Memorandum. At the end of the probationary period employees shall be placed on the seniority list as of the first day of last employment. Probationary periods may be extended when requested by the Division Director and approved by the Director of Human Resources.

**Section 2.** Employees shall be removed from payroll for the following reasons:

- a) Resignation;
- b) Discharge for just cause;
- c) Absent without report for three (3) consecutive working days;
- d) Is laid off two years;
- e) Misrepresentation of facts on employment application;
- f) Failure to notify within ten (10) working days of the date the recall letter is mailed stating whether or not the employee intends to report for work after the lay-off.

Such notice shall be determined to have been sufficiently given if sent to the employee at the last address furnished to the Human Resources Division of the City. A copy of the recall letter will be sent to the Union Office.

**Section 3.** The employer may make temporary transfers or assignments or reassign employees to positions covered by this Agreement other than those they

normally perform in order to meet the operational requirements of the department. During the term of the temporary transfer to a higher paid classification the employee shall be paid at either the next higher rate of the classification to which he is assigned or five percent (5%) over his current rate of pay, whichever is greater. In no instance shall the rate of pay exceed the top rate of interim classification.

Temporary transfers shall be for a period of no longer than thirty (30) working days. Any position that requires more than thirty (30) working days of temporary transfer shall be considered an open position and be posted. If the transfer of assignment is to a higher paid classification, the senior qualified available employee at a work location must be given first choice for the position. If such temporary vacancy continues for the next day or more, it will be filled by the highest qualified employee at the reporting location. If the transfer or assignment is to an undesirable position, such assignment will be rotated among employees in inverse order of seniority at the work location.

**Section 4.** The City and Union agree with the principles of training for the purpose of career development, advancement opportunities and technical development of special skills. The opportunity for such development shall be available to all employees covered by this Agreement and shall not be restricted to those duties routinely performed within the employee's current job classification.

**Section 5.** Notice of all vacancies and/or new jobs shall be posted on all employee bulletin boards and copies of such postings shall be mailed to the local business agent within three (3) days of such posting. The City will at all times determine the need to fill any vacant position. Also the City shall determine qualifications for any position.

The City agrees to maintain seniority lists by length of service with the City and by length of service within classification. Seniority lists will be posted on employee bulletin boards and updated quarterly. Any employee may question his seniority status within ten (10) days of the posting of this seniority list.

Any dispute regarding the order of employees on seniority lists should be resolved through discussion between the appropriate Director and the appropriate business agent.

The permanent filling of any vacancy shall be based on the most qualified applicant. In the event that all applicants' qualifications are relatively equal, seniority shall be the determining factor. After the selection has been made by the Supervisor, it will be reviewed by the Division Director to ensure that the proper selection was made. However, when a senior employee is passed over and not chosen for promotion, the appropriate HR analyst will inform the employee of the reason.

## **ARTICLE 17 WORK HOURS**

All employees covered by this bargaining agreement will be guaranteed forty (40) hours per work week up to two thousand and eighty (2080) hours per fiscal year.

## **ARTICLE 18 HEALTH, SAFETY & SANITARY CONDITIONS**

The employer will attempt to maintain adequate safety and sanitary conditions at all times, complying with all laws applicable to its operations concerning the safety rules and regulations established by the City. The Union shall review and make recommendations on health and safety and sanitary conditions which affect the well-being of City employees.



The City shall follow all appropriate rules and regulations contained in any State OSHA or Federal OSHA Safety regulations including "Hazardous Chemical Right-To-Know Laws" that are applicable to its facilities.

## **ARTICLE 19 COMMUNICABLE DISEASE**

In cases where employees are assigned to work in areas where he is exposed to communicable diseases such as Tetanus, Typhoid, Typhus, or other similar diseases, and the employees contract such communicable diseases, the employees will be treated for that disease at the expense of the City and will not lose any benefits he would otherwise have received had that employee not contracted such disease. To qualify for such treatment and benefits, evidence must indicate such diseases were contracted as part of the job. The employer shall furnish annual inoculations protecting against Tetanus, Typhoid, Typhus, Hepatitis B and Influenza at the request of the employee. Arrangements for such requested inoculations will be made by the City so as to least interfere with normal operations and to control costs associated with such inoculations.

## **ARTICLE 20 ON-THE-JOB INJURY**

(A) In the event any employee sustains an injury on the job, he shall be taken directly to the nearest facility where proper medical treatment can be obtained. The cost of the necessary hospital, doctor's care, prescriptions, and related medical expenses shall be paid by the City for all on-the-job injuries provided that the employee shall assign to the City those recoveries from any third party only to the extent necessary to reimburse the City for the expense paid. This assignment shall exclude

the proceeds from any insurance policy solely paid for by the employee. Nothing shall deny an employee injured on the job who has been taken to the nearest doctor or facility for proper treatment from requesting the doctor of his choice.

(B) All on-the-job injuries will be subject to the OJI policies, rules and procedures applicable to all City of Memphis employees. Employees shall submit to any reasonable examination by any physician employed by the City. If because of an on-the-job injury, an employee leaves work prior to the end of his scheduled work period, he shall be paid for the remainder of the day.

(C) An employee unable to work because of an on-the-job injury may be paid full salary for time lost for a period not to exceed six months (180 calendar days). Thereafter, if the employee is unable to work, the employee may use available paid leave time (including paid sick leave) to permit the employee to remain on the payroll for a period of time not to exceed one year from the date of disablement, and at the end of one year from the date of injury the employee shall be removed from the payroll.

(D) All employees injured in the Line of Duty who are covered under the City of Memphis Retirement Plan may apply for disability retirement benefits, subject to the City of Memphis Retirement Ordinance. They may also apply for benefits under the Long Term Disability plan which covers all City employees.

(E) Employees injured on the job may be assigned to light duty, if available, based upon the employee's physician's written advice, and approved by the Division Director.

## **ARTICLE 21 BULLETIN BOARDS**

The employer agrees to provide reasonable bulletin board space where notices of official Union matters may be posted by the Union Representatives. Bulletin Boards shall be in conspicuous places and accessible to Union Officials.

## **ARTICLE 22 OVERTIME**

Overtime shall be paid at time and one-half. Overtime shall be paid for all hours actually worked in excess of forty (40) hours within the employee's normal work week. Holidays, as defined in Article 9 of this agreement which fall within the employee's normal work week, shall be considered as time worked for purposes of overtime computation. Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

It is the intent of the City to distribute overtime as fairly and equally as possible; therefore, scheduled overtime will be offered to the senior employee. If the senior employee declines or refuses, the scheduled overtime shall then be offered to the next most senior employee, and so forth until an employee accepts. On the next offering of scheduled overtime, the employee offered the overtime will be the next most senior employee, after the employee who either accepted or refused the previous assignment, until the overtime list is worked through. Employees who work six (6) consecutive days shall be paid at a rate of time and one half for all hours worked on the sixth (6<sup>th</sup>) consecutive day.

The City agrees that overtime will be paid in hourly increments.

**NOTE:** An employee who uses their sonority or any other method of their choice to work the schedule of the preferences shall not be considered as working a sixth (6<sup>th</sup>) or

seventh (7<sup>th</sup>) consecutive day until a scheduled day off breaks the consecutive days worked.

### **ARTICLE 23 HEALTH CARE INSURANCE**

Health Care (Hospitalization) Insurance is offered to eligible, full time employees covered by this agreement as an optional benefit. The City will pay 70% of the premium cost, and the employee will pay 30% of the premium cost, which will be paid by payroll deduction.

The City may, on an annual basis, offer eligible employees covered by this agreement, an option to join a health plan.

### **ARTICLE 24 LIFE INSURANCE**

Life Insurance is offered to regular, full-time employees covered under this agreement as an optional benefit. The amount of life insurance offered to eligible employees is equal to one and one-half times the employee's annual base salary.

Employees who remain in the employment of the City on or after the age of 65 will have their life insurance coverage reduced in accordance with the Age Discrimination Employment Act Schedule as listed below to a minimum amount of \$3,000.00:

<b><u>Age</u></b>	<b><u>Reduced to the following Percentages</u></b>
65	92%
66	84%
67	77%
68	71%
69	65%

70 but less than 75	50%
75 but less than 80	34%
80 but less than 85	23%
85 but less than 90	16%
90 but less than 95	11%
95 or older	6%

Upon retirement at any age, eligible employees will retain \$3,000.00 coverage.

In addition to this optional insurance, the City agrees to provide \$10,000.00 free life insurance to eligible employees and \$5,000 to retired employees.

## **ARTICLE 25 UNION DUES**

Regular employees (non-probationary) of the City of Memphis authorize payroll deductions for the purpose of paying Union dues. No authorization shall be allowed for payment of initiating fees, assessments, or fines. The procedure which shall be followed by all employees in authorizing deductions of union dues shall be for each employee to execute a written assignment on the form jointly approved by the Union and the City.

In the event the Union members vote to increase Union dues, the Union shall notify the City at least thirty (30) days prior to the effective date of the dues increase. The dues shall be deducted bi-weekly in an amount certified by the Union and aggregated deduction of all employees shall be remitted together with an itemized statement to the Treasurer of the Union by the Friday of each pay period. The Union will indemnify, and hold the City harmless against any claims made or against any suits instituted against the City on account of payroll deduction of Union dues. The Union agrees to refund to the City, any amounts paid to it in error or account of the payroll

deduction provision upon presentation of proper evidence thereof. The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the appropriate Union dues. When a member in good standing of the Union is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings.

Employees may discontinue payroll deduction of Union dues by giving written notice to the Union and to the City's payroll office.

## **ARTICLE 26 WAGES**

Effective July 1, 2011, new hires or probationary employees shall go by the tier system listed below:

ENTRY 70%	6 Mos. 80%	12 Mos. 90%	18 Mos. 100%
\$12.86	\$14.70	\$16.54	\$18.38

Effective July 1, 2011 through June 30, 2012, the current wage rates of employees covered by this Agreement will be increased by zero (0%) percent.

Effective July 1, 2012 through June 30, 2013, by February 1<sup>st</sup>, 2012 either party may request to reopen the wage Article for negotiations. The negotiations will be conducted in accordance with the Impasse Ordinance.

## **ARTICLE 27 NO STRIKE**

During the term of this Memorandum, the Union agrees that it will not engage in, encourage, or approve any strike, slowdown, or other work stoppage growing out of any dispute relating to the terms of this Memorandum of Understanding. The City agrees that it will not lock out employees during the term of this Memorandum of Understanding. The Union will take whatever lawful steps necessary to prevent any

interruption of work in violation of this Memorandum of Understanding, recognizing with the City that all matters of controversy coming within the scope of Memorandum of Understanding shall be settled by established grievance and arbitration procedure.

## **ARTICLE 28 SAVINGS CLAUSE**

In the event that any provision, article, section, or portion of this Memorandum of Understanding is subsequently declared by legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable laws, statutes, ordinances, and regulations of the United States of America or the State of Tennessee, all other provisions of the Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding and the parties shall meet as soon as possible to agree on a substitute provision.

## **ARTICLE 29 NOTICE**

Any notice to be given by this Memorandum of Understanding to the City of Memphis or to the Union and not heretofore specified hereunder shall be given to the Human Resources Director of the City and the Labor Relations Manager, in writing and by certified mail. Any notice to be given to the Union shall be in writing, by certified mail, addressed to the Business Manager, I.U.O.E., Local 369D, at his present address.

## **ARTICLE 30 TERM OF AGREEMENT**

1. This Memorandum of Understanding expressed herein in writing constitutes the entire agreement between the parties and shall become effective July 1, 2011, and shall remain in effect through June 30, 2013.

2. The provisions of this Memorandum of Understanding may be re-opened for negotiations upon written request by the Union no earlier than 120 days and no later than 60 days prior to the stated date of impasse immediately preceding June 30, 2013.

3. During subsequent negotiations, if any, all Articles pertaining to non-economic items in this agreement shall remain in effect until the expiration of this Memorandum.

4. The parties acknowledge that during the bargaining which preceded this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties, after the exercise of that right and opportunity, are set forth in this agreement. Therefore, the City and the I.U.O.E., Local 369D, for the life of this agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this agreement, or with respect to any subject or matter that may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

### **ARTICLE 31 GENERAL POLICY**

Employees are expected to comply with all established policies and procedures of the City of Memphis and any Work Rules applicable to specific Divisions. Changes in work rules shall be discussed with the Union in advance of implementation. Should there exist a conflict between the aforementioned and the Memorandum of Understanding, the Memorandum of Understanding shall apply.



IN WITNESS WHEREOF, the parties have set their hand this, this 25<sup>th</sup> day of March, 2011 to place into effect the provisions of this Agreement.

FOR THE:

INTERNATIONAL UNION OF  
OPERATING ENGINEERS  
LOCAL 369-D – DISPATCHERS

Martin D. Patterson 3-21-11  
Martin D. Patterson  
Business Manager & Financial Secretary

C. H. Pate  
C. H. Pate  
Chief Negotiator  
Assistant Business Manager

Jannie Blackmon  
IUOE Local 369-D  
Negotiator

IUOE Local 369-D  
Negotiator

FOR THE:

CITY OF MEMPHIS

AC Wharton Jr.  
AC Wharton Jr.  
Mayor

George Little  
George Little  
Chief Administrative Officer

Quinton Robinson  
Quinton Robinson  
Director, Human Resources

City of Memphis  
City of Memphis  
Chief Negotiator